
PURPOSE

Michigan Department of Health and Human Services (MDHHS) employees may participate in supplemental employment provided the conditions set forth in this policy and applicable Michigan Civil Service Commission Rules are maintained.

DEFINITION

Supplemental Employment

Any paid work or business activity engaged in by an employee outside his/her department employment. Business activities include self-employment as a lessor, landlord, business owner or sales representative for a business or product.

POLICY

Permit supplemental employment only if the employment:

- In no way conflicts with the employee's hours of state employment.
- Does not occur during the employee's hours of state employment.
- Does not conflict in any way with the performance of state duties.
- Does not present as a conflict of interest in any way.
- Does not involve the use of state-owned materials or supplies.
- Does not involve the use of state-owned or leased equipment; such as department records, file information, computer systems, telephones, mailing services (to include interoffice mail), copy machines, etc.
- Is not as a direct contractor with any State of Michigan department/agency.

An employee must request and receive written departmental approval prior to engaging in supplemental employment.

A newly hired employee who is already engaging in supplemental employment at the time of hire must request written departmental approval of the continuation of the supplemental employment, within 14 calendar days of beginning employment with MDHHS.

After having received initial approval, an employee must also request new departmental approval:

- Within 14 calendar days of a significant job change in either the employee's supplemental employment or job with MDHHS; including, but not limited to a change in shift or location, a promotion, or reassignment to a new and different set of duties and responsibilities.
- Annually, between January 1 and January 31 of each year.

If the supplemental employment is determined by MDHHS to interfere with the employee's attendance impartiality, or efficiency, conflict with the satisfactory performance of the employee's state duties, or represent an unacceptable conflict of interest with the employee's state duties, the department may take any of the following actions:

1. Withhold or withdraw approval to engage in the supplemental employment.
2. Require the employee to modify, limit, or terminate the supplemental employment.
3. Change the employee's job, including but not limited to reassigning or demoting the employee, changing work locations, or reassigning specific tasks.
4. Dismiss the employee if the conflict cannot be eliminated or if the employee will not eliminate it.

ADDITIONAL PROHIBITIONS

Each MDHHS employee is prohibited from:

1. Engaging in supplemental employment during actual duty time.
2. Engaging in supplemental employment while on sick leave, Medical leave of absence, or Family and Medical Leave Act (FMLA) leave; without the prior written approval of MDHHS Office of Human Resources.
3. Using any state funds, property, or equipment in or for the benefit of any supplemental employment.
4. Entering into any contract with the State of Michigan as a direct vendor.

5. Engaging in supplemental employment or having a financial interest with an employer or an organization or operation which is licensed or otherwise regulated by the department or from which the department purchases client services.

Exception: An employee is not required to obtain approval to engage in supplemental employment in the uniformed services. However, unless precluded by military necessity, an employee must give advance written or verbal notice to the immediate supervisor of any absence from state duties for service in the uniformed services.

Applicants – As part of the appraisal process, MDHHS may require an applicant to disclose the nature and extent of all employment that the applicant would intend to continue as supplemental employment if the applicant is hired into classified service.

RESPONSIBILITIES

Employees who provide services or hold a license to provide such services to MDHHS clients or family members, such as child care or home help services, must ensure that no conflict of interest exists with the employee's caseload or their hours of work.

Employees who provide rental or lease arrangements with MDHHS clients must promptly report details of such transactions to the staff person responsible for determining the client's eligibility and to his/her supervisor.

An employee who becomes aware of any suspected violation of ethical conduct as expressed or reasonably implied in this policy must report the circumstances to their administrator as soon as possible.

An employee who has any questions about this policy should seek answers from their supervisor or the Office of Human Resources as soon as possible.

Employees are responsible for fully completing and timely submitting all requests and any other documentation required under this policy.

Violation of this policy subjects an employee to corrective or disciplinary action appropriate under the circumstances, up to and including dismissal.

PROCEDURE

Complete MDHHS-5722, Supplemental Employment, and submits it to the supervisor. The supervisor then reviews and recommends approving or disapproving the request and forwards it to the unit, bureau or office director, who also reviews it. The request is finally sent to the Human Resources mailbox at MDHHS-SupplementalEmployment@michigan.gov.

AUTHORITY

- Civil Service Rules 2-8, Ethical Standards and Conduct, and 6-4.1, Management Rights.
- Applicable provisions of bargaining unit agreements.

Note: Where in specific conflict with this policy, language in a bargaining unit agreement will take precedence.

CONTACT

For more information, contact the Office of Human Resources.